The University of New Mexico – Los Alamos
Psychology 105, Section 300: General Psychology
SPRING 2014 – Online
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INSTRUCTOR: Carol S. Furchner, Ph.D.
Office: Bldg. 6, Room 623A  Email: furchner@unm.edu
Office Hours: MW 11:30 – 1 PM or by appointment  Phone: 505-412-3379 (cell - leave message or text)
Skype: carol.furchner (prearranged calls only)

Textbook Information

Textbook ISBNs
eBook information available on publisher’s website
http://www.coursesmart.com/9781429245920

NOTE: You may purchase your textbook through the MBS online bookstore that UNM-LA now uses:  http://bookstore.mbsdirect.net/unm.htm . You are not required to purchase your textbook through this bookstore; it has a return policy and buyback policy that may not be offered by other vendors, but textbooks purchased elsewhere may cost less. Textbooks purchased elsewhere can’t be sold back to MBS.
You may also use the 7th edition of the textbook; used copies are widely available. However, there are minor differences, and the course will be geared for the 8th edition. Major differences will be noted on the course website, under “Psychology Resources” on the course menu. No publisher supplements are required, just the textbook.
The eBook version “supports assistive technologies for accessibility by vision and hearing impaired users” (http://www.coursesmart.com/ourproducts)

Course Information

Course Web Site  Login with your UNM NetID at this url: http://learn.unm.edu and then select PSY-105-300 from the list of courses in the center column.

Course Description (from UNM catalog) “Overview of the major content areas in psychology. Topics to be covered include learning, cognition, perception, motivation, biological systems, social and abnormal psychology, development, personality and approaches to psychotherapy. Meets New Mexico Lower Division General Education Common Core Curriculum Area IV: Social/Behavioral Sciences.” (no prerequisites)

Learning Objectives and Outcomes
In this course, we will be talking about ourselves, our lives, and the people around us (and sometimes other animals). On completion of this course, you will be able to:

1. Recognize, identify, define, describe, distinguish among, and apply fundamental vocabulary, information, perspectives, areas, and concepts of psychology.
2. Identify, define, describe, and distinguish among ways that psychologists use scientific methods to conduct research.
3. Identify, explain, apply, and critically analyze popular media representations of research in psychology, “common sense” vs. psychology, and popular myths about human behavior.
4. Identify, describe, and explain the biological, psychological, and social/environmental influences that affect behavior and mental states.

The Online Environment and Blackboard Learn In This Course

**Online Environment**

This course will be conducted entirely online. It will not meet in a classroom. This means that in addition to using your textbook, you will login into this course several times each week, obtain reading materials here, submit assigned work, take quizzes and exams, and participate in discussions with your classmates and with the instructor. There will not be any fixed meeting times, but you will be able to “meet” with the instructor as needed via phone or a web conference, or in person if you can come onto the UNM-LA campus.

It will be taught in Blackboard Learn, UNM’s system for delivering online courses. You should read *Online Learning at UNM-LA: Student Guide* for information about online courses in general and resources available to you, as an online student, at UNM-LA. You can find it at this link: [http://losalamos.unm.edu/academics/online-learning/students/online-learning-student-guide-blackboard.pdf](http://losalamos.unm.edu/academics/online-learning/students/online-learning-student-guide-blackboard.pdf) or [http://tinyurl.com/kz3ml5f](http://tinyurl.com/kz3ml5f).

1. Take the Online Readiness Assessment in Appendix A immediately, if you haven’t already done so, to determine if you are prepared to take an online course.

2. Review the information about computer skills needed for online classes in Appendix B, and follow the links provided there if you need to improve any of your skills. You can also find a list of these skills in the Course Information folder in the online classroom.

3. Set up your computer environment according to the instructions in Appendix C. You can find an up-to-date list of browsers and operating systems that work with Learn at this link: [https://help.blackboard.com/en-us/Learn/9.1_SP_10_and_SP_11/Student/002_Browser_Support_SP_11](https://help.blackboard.com/en-us/Learn/9.1_SP_10_and_SP_11/Student/002_Browser_Support_SP_11) (or [http://tinyurl.com/c2fz6zo](http://tinyurl.com/c2fz6zo)). You can also find instructions for computer set-up in the Course Information folder in the online classroom.

4. Become familiar with “netiquette,” the rules of online communications, which differ somewhat from face-to-face communications. We will observe these rules in this course. They are described in Appendix D, and a more complete description is found in the Course Information folder in the online classroom, in a document called Netiquette.

5. Set up a backup plan, in case you have a computer or internet crash. Information on how to set yourself up to be able to continue working after a crash is given in Appendix E, and in the Course Information folder in the online classroom.

**NOTE:** This is an online course, taught entirely via computer and the internet. It is YOUR RESPONSIBILITY to make sure that you have access to a reliable computer and internet connection that you can use several times each week to work on this course.

**Learning to Use Learn**

You should become familiar with Learn during the first week of classes, if this is your first course using Learn. Introductory training materials that describe the basics of how to navigate in the Learn course environment, take tests, submit assignments, participate in discussions, etc., are available here: [http://online.unm.edu/help/learn/students/](http://online.unm.edu/help/learn/students/).

**Week 1: Learn and this course**

**Week 1 – Do This!**

During the first week of classes, you need to learn how Learn will be used in this class.

1. Login at [http://learn.unm.edu](http://learn.unm.edu), and select PSY-105-300 from the list of courses.

2. Open the *Week 1 – Do First!* Learning Module on the home page for the course.
   - Follow the instructions in the order that they are presented in the learning module.
   - You will read and view materials, explore the course, and complete several activities...
marked “DO.” These include Course Messages, Student Background Survey, Assignment, a Discussion, a Blog, a Quiz, and a Pretest.

- Load the free software needed for this course on your computer, if you haven’t already done so (listed in Online Learning at UNM-LA: Student Guide, Appendix C).

Course Information Folder
3. Open the Course Information folder in the course menu on the home page and become familiar with its contents.

The Course Information folder contains information about Learn, its use in this course, how to do the various activities that you will do in this course, and how you will be graded on them (grading rubrics). It contains details that expand on this syllabus. You can find this information in Information - Discussions, Information - Blogs, Information - Quizzes and Exams, Information - Assignments, and Information - Unit Essays, Presentations, and Discussions. Expect to refer to this information frequently, especially during the first few weeks of the course.

Road Map: Overview of Course Activities and Where to Find Them

Overview
The course is organized around major topics covered in chapters in the textbook, mostly one per week. The topics are further organized into two units, each of which covers 5-6 major topics. You will see this organization in the list of Learning Modules that appears under the "Learning Modules" link in the course menu.

The Home Page
On the home page of the course, which is the page that you see after you login and select the course, you will see:

- On the left, the Course Menu, which contains links to
  - The Psychology 105 Home Page.
  - The syllabus, semester schedule, calendar, course information folder, course dashboard, announcements, and information about the instructor.
  - Course tools, including Discussions, Course Messages, and My Grades (your grades).
  - A list of learning modules for this course. There is a learning module for each chapter. In most weeks, one learning module/chapter will be covered (but some chapters span more than one week). Each chapter’s learning module contains links to all of the online materials that you will need to access for that chapter. A link to Extra Credit Quizzes is also in this section.
  - Resources for use inside and outside the course. "Psychology Resources” includes a description of major differences between the 7th and 8th edition of the textbook.

- On the right, you’ll see the Course Content Area, in which course materials will be displayed. The home page contains a brief introduction to the topic for the week and gives you information about which learning module is currently in use. =.

Most, but not all materials are posted at the beginning of the semester; more will appear as the semester goes on, at least one week before any due dates, usually sooner.

See How Learn Is Used in This Course in the Course Information folder for information about other things you’ll see in Learn.

Each Week ...
This course is organized around chapters/topics in the textbook. In most weeks we will begin a new chapter on Monday with a pretest and finish it on the next Monday with an assignment, a quiz, a blog, and a discussion due. Exceptions will be noted in the Semester Schedule.

You will be assigned several activities related to the topic of the chapter. The learning module for each chapter is accessed from the Learning Module links in the course menu. Each chapter learning module contains everything you’ll need for the chapter (except the textbook itself),
including links to:

- **Agenda** – a brief summary and checklist of what you will do that week.
- **Overview and Learning Objectives** – a chapter overview with specific learning objectives for the chapter
- **Reading assignment** – the chapter in the textbook, plus a list of other assigned readings and links to them; some modules will also contain links to optional (recommended) readings
- **Video** clips – required and optional (links)
- A Discussion Forum, an Assignment, and a Blog that are related to the chapter topic. Instructions will be provided for what you’re expected to do each week in each of these.
- A Quiz on the assigned reading and video, which is available until the quiz’s due date; and a Make-up Quiz, available after each week’s quiz deadline until the end of the semester.
- A Pretest about topics covered in the NEXT chapter
- **Lecture Notes** (from parallel face-to-face course) – optional, for your information
- Links to optional and **Supplementary Information** about the topic (optional, just pointers to further exploration if you’re interested)

You should normally work through the materials in each learning module in the order in which they are presented.

When we cover individual chapters, the schedule is mostly predictable, and all items are due by 11:59 PM Mountain time (GMT-07). The schedule for items you turn in usually looks like this, and exceptions are noted in the Semester Schedule. Unit Consolidation weeks’ schedules will differ.

<table>
<thead>
<tr>
<th>Monday</th>
<th>Pretest – take a pretest about topics covered in the chapter we’re starting</th>
</tr>
</thead>
<tbody>
<tr>
<td>Friday</td>
<td>Discussion – make initial posts in response to the discussion question(s) for the chapter</td>
</tr>
<tr>
<td>The next Monday</td>
<td>Discussion – make comments on other posts in the discussion Assignment – submit the work you did to complete the assignment Blog – write your reflections on the assigned topic in a blog Quiz – take a quiz on the assigned readings and videos</td>
</tr>
</tbody>
</table>

**Unit Consolidation Weeks**
There will be two Unit Consolidation weeks in which the schedule will differ. You will write a Unit Essay, which is a 3-5 page paper discussing a question related to one or more topics in the unit. You will also create a Unit Presentation, which you will present in the context of the Unit Discussion. This gives you an opportunity to do something creative with the material covered in the unit. There will be a Unit Exam. Instructions and links to these exams are found in Unit 1 and Unit 2 Consolidation learning modules.

Check the due dates of **Unit Exams, Unit Essays, Presentations, and Discussions** in the Semester Schedule. You will be given several days during which you may take a Unit Exam at any time. See Exams, below.

**Semester Schedule**
The Semester Schedule is your guide to “what” and “when” for this course. It lists all topics we will cover, assignments you will do, required discussions, quizzes, blogs, exams, and dates when all work is due. A link to the Semester Schedule can be found in the course menu. Changes will be announced on the home page and shown as updates in the schedule. The Semester Schedule in the course menu is the “official” schedule/calendar. If you print out the Semester Schedule, check the date against the Semester Schedule in the course menu and make sure you have the latest version. It is set up to be used as a checklist for work items as you complete them.

**Learn Calendar**
The Learn Calendar contains links to graded items. This calendar will not contain links to reading
materials; they can be found in the Semester Schedule and in each chapter’s learning module.

How much work will this class require? You can expect to spend 9-12 hours per week on reading and studying the textbook and lecture notes and watching videos, and on quizzes, discussions, blogs, essays, and assignments. Most traditional three-credit courses require 2-3 hours of work per week outside the classroom for every hour spent in class. Since there are no classes, the expected number of hours per week includes the time you would otherwise spend in a classroom. (And you don’t have to drive to class.)

Is this course self-paced? This course is NOT self-paced. It proceeds on a schedule, in which some work is due each week. You are expected to turn in assigned work on the dates that are specified in the Semester Schedule.

Grades and Grading Policies

<table>
<thead>
<tr>
<th>Activity</th>
<th>Max Points</th>
<th>Approx % of total</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unit 1 Exam</td>
<td>200</td>
<td>13%</td>
<td></td>
</tr>
<tr>
<td>Unit 2/Final Exam</td>
<td>200</td>
<td>13%</td>
<td>approx. 70% on last 6 chapters</td>
</tr>
<tr>
<td>Pretests (11)</td>
<td>50</td>
<td>3%</td>
<td>5 points each; miss one without penalty</td>
</tr>
<tr>
<td>Quizzes (11)</td>
<td>250</td>
<td>17%</td>
<td>25 pts each; miss one without penalty</td>
</tr>
<tr>
<td>Chapter Discussions (12)</td>
<td>220</td>
<td>15%</td>
<td>20 pts each; miss one without penalty</td>
</tr>
<tr>
<td>Assignments (10)</td>
<td>180</td>
<td>12%</td>
<td>20 pts each, miss one without penalty</td>
</tr>
<tr>
<td>Blog entries (12)</td>
<td>110</td>
<td>7%</td>
<td>20 pts each, miss one without penalty</td>
</tr>
<tr>
<td>Unit Essays (2)</td>
<td>150</td>
<td>10%</td>
<td>50 and 100 pts</td>
</tr>
<tr>
<td>Unit Presentations (2)</td>
<td>60</td>
<td>4%</td>
<td>30 points each</td>
</tr>
<tr>
<td>Unit Discussions (2)</td>
<td>30</td>
<td>2%</td>
<td>15 points each</td>
</tr>
<tr>
<td>Week 1 - Do First! Course Exploration activities</td>
<td>50</td>
<td>3%</td>
<td>Includes survey, assignment, message, discussion, blog, quiz</td>
</tr>
<tr>
<td>TOTAL</td>
<td>1500</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Extra Credit</td>
<td>100+</td>
<td></td>
<td>See Extra Credit below for restrictions</td>
</tr>
</tbody>
</table>

Your grade will be determined by the number of points you earn during the semester, divided by the TOTAL possible points (see above table). Grades will be based on the above components (subject to minor changes, which will be announced). They are not curved and they are not competitive. Information about how each type of activity is graded can be found in the Course Information folder in the Course Menu.

Letter Grades The percentage of the total possible that you earn will be translated to the UNM fractional grading scale. In addition, the minimum requirement for getting an A+ is earning at least 95% on both exams and on each Unit Essay. In addition, points from quizzes, discussions, presentations, other assignments, and extra credit must bring the total percentage of points to 99% or greater.

A+: 99-100%  A: 93-98%  A-: 90-92%
B+: 88-89%   B: 83-87%   B-: 80-82%
C+: 78-79%   C: 73-77%   C-: 70-72%
D+: 68-69%   D: 63 - 67%  D-: 60-62%
F: <60%
Note that you must earn a C or better (not a C-) for this course to count towards some majors, academic programs, and prerequisites, and for it to count towards fulfilling the UNM requirements for Core Courses. See the UNM and UNM-Los Alamos Course Catalogs for specific requirements.

**Tracking Your Grades**

A record of your grades will be maintained in "My Grades," which can be found on the course menu. See How Learn Is Used in This Course in the Course Information folder. You will also find feedback and comments on your work in My Grades, in a link next to each item.

**Questions about Grades**

If you have questions about your grades, contact me (the instructor). If you think that an error has been made, contact me within 7 days of the time that the grade was recorded and explain the problem. I will attempt to resolve the problem, but in the end, my decision is final.

**Exams**

Exams are given in order for both you and the instructor to assess your progress towards meeting the learning objectives for the course. All exams will be administered online, and they will be open book. The Unit 1 exam will cover the chapters/topics just completed (readings, handouts, videos/audio clips, discussions, assignments), and the unit 2/final exam will cover the entire course, with about 70% devoted to Unit 2 topics.

Each exam will be available for a few days – see Semester Schedule for dates. This is to allow you to find a time to take it that does not conflict with work or other classes. After you begin, you will have 2 hours to complete the Unit 1 exam and 2.5 hours for the unit 2/final exam. You must take the exam during the interval in which it is scheduled. You will be informed of your grade immediately upon completion of the exam.

Plan to avoid taking exams during scheduled Learn maintenance intervals, during which Learn is not available. Check Learn Announcements for these times when you login, since they can change.

For more information, see Information – Quizzes. Pretests, and Exams in the Course Information folder.

Links to Exams can be found in the Unit 1 and Unit 2 Consolidation learning modules.

**Pretests**

There will be a pretest for each assigned chapter. It will be due on the day before we begin covering the chapter and will be found at the END of the PREVIOUS chapter’s folder (where you'll most likely be working as you finish up the previous chapter). The purpose of pretests is to introduce you to questions about the materials covered in the chapter, to “prime” your brain/memory for the topics that are about to be covered. After you have completed the Pretest, you will be given your score and answers to each question; you should review the answers. Your score will be recorded as 5 points if you take the Pretest and attempt to answer all of the questions; you are not expected to know the answers, and you won’t be penalized for incorrect answers. You will be given 60 minutes to take each Pretest. You may take it as many times as you like. There will not be a make-up available after its due date. (Many people take far less time, especially on re-takes.) Some questions from Pretests will appear on Chapter Quizzes and Unit Exams.

Each Pretest will be available at least one week before it is due. You should normally take it before you begin reading and working on the materials in the chapter.

You may miss one Pretest without penalty, and you will earn 5 extra credit points if you take all the Pretests.

Links to Pretests can be found in the learning module for each chapter.

**Quizzes**

There will be one quiz per chapter, plus one on the syllabus during Week 1. The purposes of quizzes are to help you and the instructor assess your progress in learning and understanding the materials covered in each chapter, and to help you remember them using the technique ofquizzing yourself (aka "the Testing Effect.").

Quizzes will cover all materials assigned for the chapter (reading from textbook and elsewhere, video/audio clips, handouts, and assignments). Most quizzes will contain 25 questions, which are
drawn at random from a large pool of questions, and each quiz will be worth 25 points. You will be given 60 minutes to complete each quiz. Quizzes will be made available at least a week before they are due and most will be due on Mondays (except where noted on the Semester Schedule). You may miss one chapter quiz without penalty and earn up to 25 extra credit points if you take all the quizzes.

**You may take each quiz an unlimited number of times**, up until the cut-off time for the quiz. You will normally see a different set of questions each time you take a quiz. **Your recorded grade on each quiz will be your highest score of all your attempts on that quiz, including the make-up version** (see below). After you have completed a quiz, you will immediately be given your score and you may view the correct answers.

**Make-up Quizzes:** You will be given an opportunity to make up each quiz after its deadline. Make-up quizzes will be available online after the deadline for each quiz, for the rest of the semester, until the final exam. You may also take make-up quizzes as many times as you like. However, make-up quizzes are worth only 80% of on-time quizzes. If you get all questions correct on a make-up quiz, your score will be 80% of 25, or 20 points. You can also use Make-up Quizzes to help you review for exams, since you won’t be penalized if your score on a re-take is lower than earlier scores.

For more information about the reasons that we’re using this quizzing method, see **Information – Quizzes, Pretests, and Exams** in the **Course Information** folder.

Links to quizzes can be found in the learning module for each chapter.

**Discussions**

There will be three types of discussions in this course, one of which will be graded. Discussions are assigned because writing and communicating about topics in an area of study is an effective way of learning about and deepening your understanding of that area. Explaining a topic to someone else is a good way to learn it and to verify that you understand it. In some questions, you will be asked to analyze and criticize a point of view or a current event that relates to that chapter, which helps you to apply what you know and look critically at the information that is available to you. Take the discussions seriously—they make up about 15% of your grade. All of these discussions can be accessed using Discussions in the Learn course menu, and graded discussions will also be listed in each learning module.

**a. Chapter and Presentation Discussions (graded)**

There will be a preliminary “introduce yourself” discussion during the first week (Discussion 00-I), one discussion per chapter, and one discussion in each Unit Consolidation week, in which you’ll “talk” about your presentations.

See **Information – Discussions** in the **Course Information** folder for a full description of how to participate in discussions. In each chapter discussion, you’ll make a post in response to a discussion question or about materials in the assignment, and then you’ll comment on at least two other students’ contributions and instructor comments in the discussion. You must make your initial post by Friday night and your comments by Monday night (unless otherwise specified in the semester schedule).

You should read the chapter, links, and handouts, and watch videos before making your initial post in the discussion.

Access the discussion for each chapter from the chapter’s learning module and from the course menu under Discussion Board. A link to each presentation discussion will be in each Unit Consolidation learning module and on the Discussion Board.

Each chapter discussion will be worth up to 20 points, and you may miss one without penalty. If you contribute to all of the discussions, you may earn up to 20 extra credit points. Presentation Discussions will be worth up to 15 points each, and you can’t miss one without penalty.

**b. “The Water Cooler”**

*The Water Cooler* discussion will be open all semester, and it will not be graded. It’s there for the purpose of asking questions about the course or its components (quizzes, assignments, etc.) or a
topic in psychology, asking for help, sharing tips about Learn, commenting on current events and their relation to what we are studying, pointing out interesting and relevant articles or movies, etc. I will post items of interest and controversy here from time to time. Access “The Water Cooler” using the Discussion Board item on the course menu.

c. Feedback about the course

The Feedback discussion will allow anonymous posting. It is a place for you to post comments, suggestion, and criticisms of the course, policies, procedures, etc., without fear of retribution. From time to time I may post questions in this discussion requesting feedback about various aspects of the course. All posts in this discussion will be anonymous, unless you choose to identify yourself in your comment. Obviously, this discussion will not be graded. Access Feedback using the Discussion Board item on the course menu.

About reading through the discussions

You should read through the discussions, including the posts and responses made by other people, especially in graded discussions. People often post questions and information of general interest, and I will post information, explanations, and links to further information that will help clarify a topic. You should especially read my comments on posts that you make and answer any questions I ask you about your posts.

Assignments

You will have eleven Assignments, most of which will involve describing, evaluating, applying information in the current chapter. The assignments are chosen in order to illustrate topics from the current chapter, to help you improve your understanding of them. They are used to assess your progress towards the course and chapter learning objectives, in giving you practice in defining, describing, applying, and explaining what you are learning. These will be found in the learning module for the related chapter. More information about assignments, how to submit them, and how they will be graded can be found in Information - Assignments in the Course Information folder, and on the individual assignments themselves. You may miss one assignment without penalty, and you may earn up to 20 extra credit points by completing all assignments.

Blogs

Blogs will be used for reflection on this course, to allow you to self-assess what you are learning and its impacts on you. For each chapter, you should write a short reflection on your experience with the materials or activities associated with the chapter.

Blogs will be public, and you’re encouraged, though not required, to read other people’s blog entries and to comment on them. They will be organized by Chapter, so your entries will appear in the blogs for each chapter. Blogs will be graded, although grading will be very lenient. I will try to answer questions that you pose in your blogs, or point you to where you can get more information. Blog entries are worth 10 points per week, and you can miss one blog without penalty.

Unit Essays

You will be assigned two essays, one per unit.

There are several purposes for requiring the essays: (1) To encourage you to think critically about the topic, to find more information about it, to understand it well enough to write about it, to question what you have read about it, and to describe multiple points of view, experiments, theories, or pieces of data. (2) To provide you with feedback on your writing, because that is a skill that most beginning college students need to develop, and writing clearly is critical to success in college. (3) To help you develop the ability to critically analyze what you read or hear in the media, on blogs, and in the popular press about various topics related to psychology – these are often full of misinformation.

Essay topics will be published as we begin each Unit. They will be found in the Unit Consolidation learning module for the Unit. See the Semester Schedule for essay due dates. For more information about writing and submitting essays and how they will be graded, see Information – Unit Essays, Presentations, and Discussions in the Course Information folder and the individual essay assignments themselves.

- The first essay may be revised at your option after you receive comments and a grade; revisions may raise your grade up to 90% of the points that the essay is worth. Revisions are
due one week after your essay is graded and returned to you. (No revision will be allowed for the Unit 2 essay.)

- Turn in your essay on time; the rewrite option is not available for papers that were turned in late, unless the instructor has given prior approval.

**Unit Presentations and Discussions**

Unit Presentations give you the opportunity to create something related to the topics covered in each unit, to encourage you to think about the topic in a new way that is meaningful to you. The presentation can be more writing, a poem, a cartoon, a picture or poster, a web site, music, video, a Pinterest board ... and you may work with other students or alone, as you choose.

Since this is an online course, you will not be able to make the presentation to the class in the same way you would in a face-to-face class, so instead you will do so within the context of a Unit Discussion. You’ll type out a few words about the presentation, such as why you chose to do what you did or to use the medium that you selected, and then you’ll attach the presentation to the discussion topic (same way you attach a file to an assignment), or you’ll include a link to the presentation on the internet. Then other students will be asked to comment on it.

See Information – Unit Essays, Presentations, and Discussions and the Unit Essay, Presentation, and Discussion assignments themselves for details.

**File Formats**

Unit Essays and Assignments may be submitted in any of the file formats listed in Information – Unit Essays, Presentations & Discussions in the Course Information folder. Files that I can’t read will be returned for resubmission and marked late. If you’re unsure, “save as”, print, or export the file as a .doc, .pdf, .rtf, or .html format; most word processing programs allow at least one of these options.

**My Computer Crashed!**

If Learn goes down, or your internet link goes down, or if your computer crashes and you can’t submit an exam, DON’T PANIC! Call or text me (505-412-3379) and we’ll work it out. If a Learn problem prevents you from submitting an assignment or essay, use your external email to send it as an attachment to me at furchner@unm.edu. (It would be wise to write this phone number and email address down somewhere that you can access it if your computer has crashed.)

**Late and Missed Work**

You are expected to complete all assigned work by the deadlines stated in the schedule and to take exams during the periods that they are offered. Exceptions for late work will be made or consequences will be applied at my discretion. Whenever possible, you must inform me of the problem before the deadline for the assignment or exam. I will adjust deadlines if problems attributable to Learn occur. Otherwise, you should follow the course deadlines, because it can be difficult to catch up if you fall behind. The following table gives you general guidelines for late submissions of each type of assignment:

<table>
<thead>
<tr>
<th>Item</th>
<th>Penalty for being late</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unit 1 Exam</td>
<td>Grade of 0, unless prior arrangements are made with me. With my permission, must be made up within one week of the last day the exam was given.</td>
</tr>
<tr>
<td>Unit 2/ Final Exam</td>
<td>Grade of 0, unless prior arrangements are made with me. Making up the Final (taking it late) will probably result in a grade of Incomplete for the course, which will be changed after the exam is made up.</td>
</tr>
<tr>
<td>Pretests</td>
<td>Grade of 0, no make-up. Must be done on time.</td>
</tr>
<tr>
<td>Quizzes</td>
<td>80% credit on make-up quiz, as described above. Make-up quizzes will be available until Tuesday, December 10, at 11:59 PM.</td>
</tr>
<tr>
<td>Chapter Discussions</td>
<td>Grade reduced by 1 point per calendar day that your initial post and and/or comments are late. No points given for submissions after I have graded the discussion (typically 2-3 days after comments are due), unless prior arrangements have been made and I have given an</td>
</tr>
</tbody>
</table>
extension (but you can continue to discuss for as long as you like).

| Assignments, Essays, and Presentations | Grade reduced by 10% per calendar day that it is late, unless prior arrangements have been made and I have given an extension. |

NOTES:
- If an extension (e.g., because of illness or a problem in Learn) is granted on an item, penalties begin on the new due date.
- You may take an exam early, if you need to do so (for example, because of work-related travel). Contact me to make arrangements for the exam to be made available to you. Other materials (pretests, quizzes, assignments, discussions) will be available well in advance, and you may turn in or complete them before the due date.

Extra Credit

There are two opportunities to earn extra credit in this course.

- You may earn extra credit by taking all pretests and quizzes and submitting all assignments and discussions and blogs, since you are allowed to miss one of each without penalty.
- We won’t cover four chapters in the textbook (Ch. 6, 9, 10, and 12). You can earn up to 40 extra credit points by taking quizzes on these chapters. These can be found in the Extra Credit folder and will be available until the day before the final exam. You may take these an unlimited number of times.

NOTE: Extra Credit points will be given for these four chapter quizzes only if you have completed all of the required work: all required pre-tests, quizzes, assignments, blogs, and chapter discussions (missing one of each is ok) and all exams, essays, and presentations/discussions. Extra credit is not a way to compensate for “I didn’t do all the work.” You may take the extra-credit quizzes before you have completed the remainder of the coursework, but make sure that you complete all of the required work in order for these extra-credit quizzes to count towards your grade.

Expectations and Communications

Expectations of Instructor

- I will take all your questions, comments, and concerns seriously.
- Appropriate netiquette
- I will respond promptly to communications from you. If you send me a course message, I will respond within 24 hours (48 hours on Friday – Saturday).
  - If you need help immediately or if there is an emergency, call me or text me at 505-412-3379. I’ll respond as quickly as I can (my phone is usually, but not always, on). Unless the emergency is dire, please call between 9 AM and 9 PM.
- I like to encourage interactions among everyone and do not wish to be the “professor” so much as the “guide,” so I do not respond to every post or comment in each discussion. Instead, I expect that you will work to develop a community and support each other. I will participate in the discussions mostly to ask you for more information about your posts, to deal with any problems or misconceptions, to help you answer your questions or point you to ways of finding answers, and to comment on trends I see in your comments and responses. I will also point out interesting tidbits of information related to psychology through new topics in discussions. (I love to talk about psychology, and I hope you will too.)
- I will grade your work objectively and give you constructive feedback about your assignments, essays, and discussions within 7 days after the due date for items turned in on time, usually sooner. If I am unable to do so, I will let you know when you can expect to receive feedback. If your work is late, it will probably take longer for me to provide feedback.
I will keep an accurate record of your grades.

I will announce changes to schedules and provide updates through Course Messages and/or announcements on the Home Page.

I will make sure that course materials are posted well in advance of due dates; I will try to make sure that all links are working. I will work with the UNM Learn support team to resolve as quickly as possible any problems that are caused by Learn.

I will listen to criticism of the course objectively (although it may not lead me to change it), and I will welcome it when you point out errors, broken links, contradictory instructions, etc.

**Expectations of Students**

**What is expected of the student (you)**

- Keep up with the readings and turn in the assigned work on time. Your grade will be much better and your stress will be much lower if you don’t procrastinate.

- You are expected to have read the reading assignments and done other assigned work (e.g. video clips) in the Chapter folder before you participate in a discussion and write a reflection on the chapter. You will get a lot more out of the class if you read and view the assigned materials before other activities begin. Active, informed participation will make the course more meaningful and enjoyable for you, and you will remember and understand more.

- Academic honesty: no cheating, no plagiarism.

- Appropriate netiquette: polite interactions in discussions and email (see Netiquette in the Course Information folder for the standards that you are expected to follow).

- Ask questions about anything that is problematic or unclear. Don’t be shy – there’s no penalty for asking a question, and the only stupid question is the one for which you need the answer but don’t ask.

- Login to the course at least three times each week and check your Course Messages and the current discussions. Respond when requested, including to questions I ask you in discussions.

- Respond to my messages to you within 48 hours. Reply ASAP to phone calls or texts; these will signal a matter that needs to be taken care of quickly.

- Read all of the feedback I provide you on your written work, discussions, and blogs, and discuss it with me if you like – it’s given to help you learn!

- Check your progress on My Grades periodically; call problems to my attention.

- Notify me as soon as you are aware that you have problems with doing the coursework on time or if there is a problem with taking an exam; don’t wait until the due date has passed, unless the problem is due to an emergency.

- Notify me as soon as possible if you find problems with the course (such as a link that doesn’t work) or problems with Learn or a question about your grade. I want to get these fixed ASAP, and I appreciate being told, especially if it’s due to my mistake. If the problem is due to your mistake, I want to help you resolve it.

- When asked for feedback on various aspects of the course, please try to give candid, anonymous (if you prefer) responses.

- Remember that I am here to help you succeed.

**Contacting the Instructor**

My on-ground office hours are posted at the beginning of the syllabus. In addition, I’m happy to set up an appointment to talk on the phone or Skype, or meet with you if you can come to the UNM-LA campus. I enjoy meeting you, and I don’t often get to do that with online students. Feel free to send messages with comments or questions to me anytime, or call me on my cell phone between 9 AM and 9 PM. You can also send a text message to my cell phone. Keep my cell phone number (505-412-3379) and external email address (furchner@unm.edu) somewhere you can access them if your computer crashes.
In this course we will communicate with each other using a tool called Course Messages, which is accessed from the course menu. It’s like email, except these messages are sent and received entirely within the Learn classroom; they are NOT sent to your external UNM email. Make sure you check your Course Messages each time you login to the class. When you first login, in the upper left of the My Learn screen, you will see a box called My Messages that will tell you if you have a new message, so you need to remember to check for new messages each time you login. You can also check for new messages by clicking on Course Messages on the course menu.

Please use Course Messages for normal communications with me about the course, unless you can’t login to Learn or you’re having problems with Learn; then use the email you normally use to send email to my UNM email address, furchner@unm.edu. Put PSY105 in the subject line so I don’t miss it – I get a lot of email, so I need this flag. (If it’s really urgent, just call me on my cell phone or text me).

Use Course Messages to ask questions or make comments or provide information that you’d rather keep private between you and me, such as, “I will be on travel for my job the whole time Exam 1 is scheduled – can I arrange to take it early?” Use discussions to raise questions or make comments that are likely to be of general interest, such as, “I don’t understand the difference between negative reinforcement and punishment. Can you explain or give me an example?” If you send a message to me with a question like this, I’ll probably post it in a discussion, with your name removed, because others will probably having this difficulty, too. If you have a question about how to submit an assignment or about something in the chapter that you didn’t understand, chances are pretty good that some of your classmates will have the same question and would benefit from seeing the answer. Post these questions in the current chapter discussion or the Water Cooler discussion forum. If you have comments or want to discuss something that interests you, odds are that it will interest some of your classmates, too.

If you are having technical problems with Learn or your connection to Learn, you can contact free technical support through one of the following ways:

- Help and Training for Learn – Click on Support near the top right of the Learn screen, which will take you to a screen containing several sources of information (right click on Support to open it in a new tab or new window, so that you preserve your current Learn screen)
  - Quick overviews of Learn features: http://online.unm.edu/help/learn/students/
  - Learn Video Tutorials: http://ondemand.blackboard.com/students.htm (these can be helpful, but some are outdated and don’t look like the current version of Learn)

- Learn Support at UNM:
  - Phone: (505) 277-0857 (M-F 8:00 am – 5:00 pm)
  - Student Info: https://unm-student.custhelp.com/ or http://tinyurl.com/ma8smom – select Learn as the Department/Area

- UNM-LA Computer and IT support: go to http://losalamos.unm.edu/campus-life/computing-services/index.html or http://tinyurl.com/lze3stn, or email unmla_itsupport-l@unm.edu (hours vary)

- UNM IT support: http://help.unm.edu (to enter trouble tickets)

- In addition, you may call me at 505-412-3379 between 9 AM and 9 PM for technical questions; I may be able to help, or I may have to refer you to one of our technology professionals.

Hint: many Learn “oddlities” and “hangs” can be fixed by saving your work, closing your browser and re-opening it, then logging back into Learn; or, if that fails, by saving all work,
closing all your windows, and rebooting your computer.

Libraries
The Library at UNM-LA has many electronic databases that you may find useful. You can link to the UNM-LA Library website here: http://losalamos.unm.edu/library/index.html.

You can access many electronic resources, including books and journals, through the Main Campus Library at http://elibrary.unm.edu.

UNM-LA Academic Support Center
Students may contact the UNM-LA Academic Support Center for help or tutoring in their coursework. See the ASC website at http://asc.unm.edu. Any questions related to course organization or requirements should be directed to me.

English as a Second Language
The English as a Second Language (ESL) program at UNM-LA offers classes for people who are learning English. See the ESL website at http://losalamos.unm.edu/adult-learning-center/esl-classes.html or http://goo.gl/L2a9cV.

Administrative Policies

Attendance and Participation
“Attendance” and “participation” mean something different in an online class from a traditional class. Here, you’re expected to login a minimum of once a week (2-3 times is preferable) and complete and turn in the required assigned work on time; that includes participating in discussions as specified in Course Information → Information – Discussions.

If you are falling behind, it is important that you contact me to discuss your situation and your options. It’s much better if we can solve a problem than it is to fail the class or have to drop.

You should discuss any planned absences or problems with completing work with me, and you should contact me as soon as possible anytime you cannot login for more than a week or if you fail to complete assigned work on time.

Drop Policy
If you decide to drop the class, it is your responsibility to do so; you should be aware of University-wide posted deadlines for tuition refunds and mandatory assignment of grades, posted on the UNM-LA Academic Calendar at http://losalamos.unm.edu/academics/academic-calendar.html or http://tinyurl.com/l6u4zbe. I will not drop you if you simply stop logging in or stop turning in work. If you stop logging in and turning in work and don’t drop yourself, you will receive the grade you earned based on the syllabus grading criteria, and it may be an F. If you officially drop yourself after the no-grade deadline, your grade will be W (withdraw).

Dropping a course may affect your financial aid status and/or tuition refund.

If you find yourself in difficulty, don’t just stop logging in. Talk with me, and we’ll try to work something out!

Academic Honesty
Each student is expected to maintain the highest standards of honesty and integrity in academic and professional matters. The University reserves the right to take disciplinary action, including dismissal, against any student who is found responsible for academic dishonesty. Any student who has been judged to have engaged in academic dishonesty in course work may receive a reduced or failing grade for the work in question and/or for the course. Academic dishonesty includes, but is not limited to, dishonesty on quizzes, tests or assignments; claiming credit for work not done or done by others, by failing to cite and acknowledge their work (plagiarism); and hindering the academic work of other students.

You are expected to understand what plagiarism is and to avoid doing it. Please read materials in the Plagiarism links, found in Course Information → Information – Unit Essays, Presentations, and Discussions, and make sure you understand what plagiarism is and how to avoid it. A brief guide to what constitutes plagiarism and how to avoid it can be found here:
If you can figure out how to work together on the quizzes, you may do so, but the answers you submit should be your own, and not answers you have been given by someone else. You may work together on assignments and presentations, and you will each get the same grade (let me know if you plan to do this). You may not work together on the Unit and Final Exams nor on the Unit Essays. If your answers on these suggest, or if I otherwise find out, that you have collaborated with your classmates, plagiarized, or cheated, at best all affected submissions will receive a 0.

Students should take care not to leave their computers or thumb drives where others can steal or copy their work or make their files "public."

Privacy
Your Learn Participation Will Be Monitored.

Learn provides instructors with the capability of monitoring your activity online in this class. In addition to seeing all of the posts and comments that you make in discussions and blogs, I have access to course logs, which are records of when you logged in and what course materials you opened and submitted during each. Your grades will not be based on this data, but rather on the work you submit, e.g., you will not be graded on how often or for how long you login. However, this information will be used to identify difficulties that you may be having with the course or Learn, leading to an attempt to contact you.

Unexpected Cancellations
You can find information about unexpected changes or cancellations of events (such as an exam) near the top of the Home Page.

Religious Holidays
If you cannot take an exam because it falls on a religious holiday that you observe, please contact me in advance to make alternate arrangements for you to take it. (Most religious holidays last for less time than the interval that exams are available.) Other assignments are given far enough in advance to be completed before the holiday, so if a due date for one of these falls on a religious holiday, it is your responsibility to complete it on time or turn it in early, or accept a late penalty. If you have questions or concerns, discuss them with me.

Computers and Computer Accounts
Since this course is taught entirely online, frequent use of a computer is required. You must have frequent access to a computer and to the internet, and you will need to be familiar with the use of a browser such as Internet Explorer, Safari, Firefox, or Chrome. Access at least once weekly to a high-speed (broadband) internet connection is strongly recommended, since some of the assigned work will use video clips. High-speed connections include DSL, wireless, cable, and satellite. Public access to high-speed internet is available at most libraries, some coffee shops, and on UNM main and branch campuses. You should be aware that public computers may not have all of the software installed that you need for this course. Some locations may restrict the amount of time you can use public computers, and most public wireless networks are not secure.

Remember, it is your responsibility to ensure that you have adequate computer and internet access when you’re taking an online course.

Since this is an online course, some minimum hardware and software are required in order to complete the course. For the most recent recommended operating system requirements and web browser compatibility, see Blackboard Help for Students, Service Pack 11, here: https://help.blackboard.com/en-us/Learn/9.1_SP_10_and_SP_11/Student/002_Browser_Support_SP_11 or http://tinyurl.com/c2fz6zo . Note that Learn works with a limited number of browsers and versions, so you should make sure you are using one of these. For all browsers, JavaScript and cookies must be enabled. To use some other functions, Java must also be enabled.

Information on setting up your computer for this course is available in How Learn Is Used in This Course in the Course Information folder in the Course Menu.
At present a version of Learn is available from Blackboard for use with smartphones and tablets, but you will use it at your own risk; UNM provides official support for Learn only for laptop and desktop PCs. See http://online.unm.edu/help/learn/mobile/students/index.html.

By UNM policy, you are required to have a UNM computer account (NetID). You will use this account to access this course via Learn. You should have been assigned a NetID (your_netid) and password when you first registered at UNM. This is the account that you use to access MyUNM (LoboWeb) at http://my.unm.edu, from which you access LoboWeb, register for classes, check your UNM LoboMail, print your transcript, check your financial status, check your degree progress, etc. Your NetID and password for Learn are the same as for logging in to your UNM main campus account.

Students can access MyUNM by clicking on the “My UNM” link on either the UNM–Los Alamos web page (http://losalamos.unm.edu) or the main campus web page (http://www.unm.edu), or by typing in the web address http://my.unm.edu. Students must then login using their NetID and password.

From the UNM-LA campus, students can access MyUNM from public computers, from computers in computer labs, and from computers in the library. If students wish to use their own computers, they can connect to one of the UNM-LA Wireless networks. Instructions for accessing these are given here: http://losalamos.unm.edu/campus-life/computing-services/wireless-network.html or http://tinyurl.com/k8qgvob.

Students should be aware of the computer use policies as they affect any aspect of their education at UNM-LA. See Computer Use Policy links on this page: http://losalamos.unm.edu/campus-life/computing-services/index.html or http://tinyurl.com/lze3stn.

UNM Email (LoboMail)

We will use Course Messages in Learn for most communications in this class. It is not the same as UNM email, and it does not communicate with UNM email. Check your Learn Messages every time that you login to this class.

You are required to check your UNM email (LoboMail) account frequently, since this is the primary means the University uses to contact you and send you information.

- Your UNM email is available at http://my.unm.edu under the UNM E-mail tab or the email envelope icon, and your email address is your_netid@unm.edu.
- You may forward UNM email to another email account; however, this is not encouraged by UNM and not supported by University IT personnel. See https://unm.custhelp.com/app/answers/detail/a_id/6701/kw/forward%20lobomail or http://tinyurl.com/mdsndqb.

American Disabilities Act and Accessibility Support

"In accordance with University Policy 2310 and the American Disabilities Act (ADA), reasonable academic accommodations may be made for any qualified student who notifies the instructor of the need for an accommodation. It is imperative that you take the initiative to bring such needs to the instructor’s attention, as the instructor is not legally permitted to inquire. The student is responsible for demonstrating the need for an academic adjustment by providing Student Services with complete and appropriate current documentation that establishes the disability, and the need for and appropriateness of the requested adjustment(s). However, students with disabilities are still required to adhere to all University policies, including policies concerning conduct and performance. Students who may require assistance in emergency evacuations should contact the instructor as to the most appropriate procedures to follow. Contact Accessibility Services at 505-661-4692 for additional information." The UNM Accessibility Resource Center’s web site is at this link: http://as2.unm.edu/

In other words, if you need an accommodation to allow you to take and fully participate in this course, you have to tell me (the instructor) about it, because no one else is allowed to, and I am not allowed to ask you. If you inform me of a disability for which you need accommodations in this
course, you may be required to document that disability, per UNM policy.

The UNM Online Accessibility Support policy statement is available here: http://online.unm.edu/help/learn/students/accessibility-support.html

Course Evaluations  “Students will be requested to participate in an online course evaluation near the end of the course. It is similar in intent, but somewhat different from, the paper course evaluation that is given in face-to-face classes. UNM-LA requests that all students participate, because the information they provide is helpful in improving courses for future students.”

Assessment  “UNM-Los Alamos conducts ongoing assessments of student learning so it can continue to improve its curriculum to give you the best education possible. The mechanism for this assessment will be selected by your instructor and may include exams, projects or other assignments. The assessment will focus on the learning outcomes listed in this syllabus. The data from this assessment will be collected anonymously. It will be reported to the department, the Office of Instruction and posted on the web. The information collected will be used to make improvements to curriculum and teaching. This assessment is not a reflection of your grade and is not a grading exercise; it is simply an evaluation of how well students are mastering certain skills.”

Other  UNM-LA follows the UNM policies as stated in the Pathfinder – Student Handbook, which can be found at this link: http://pathfinder.unm.edu/campus-policies/other-campus-policies.html or http://tinyurl.com/ma2qju

The syllabus for this course consists of this document, materials that it references, and the Semester Schedule.

STRONGLY RECOMMENDED: Read the articles linked in Information – Success in this Course, which can be found in the Course Information folder in the Course Menu. They contain a lot of good strategies for this course and others.